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Composition I

Kenneth Huffer
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Collin – CPC McKinney Fall 2018

Course Number: ENGL 1301-M72

Course Title: Composition I

Instructor's Information

Instructor's Name: Professor Kenneth Huffer

Office Number: Associate Professor Office

Office Hours: By appointment only

Phone Number: 972-548-6830 (not direct to me; email is a better option)

Email: khuffer@collin.edu

Department to contact in case of emergencies: Office of Academic Affairs, B217, 214-491-6270

Class Information

Section Number: M72

Meeting Times: T 5:30-8:15 PM.

Meeting Location: B202

Catalog Course Description: Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis. Lab required.

Course Credit Hours: 3

Lecture Hours: 3

Lab Hours: 1

Prerequisite: Meet TSI college-readiness standard for Reading and Writing; or equivalent

Course Materials

Textbook:

Wood, Nancy, James S. Miller. *Perspectives on Argument*, 9e, Pearson, 2017, NY.

ISBN: 978-0-13439288-2

Additional Supplies:

flash drive (for saving work); pen or pencil and paper for taking notes

State Mandated Student Learning Outcomes

Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative writing processes. (Teamwork, Communication Skills)
2. Develop ideas with appropriate support and attribution. (Communication Skills)
3. Write in a style appropriate to audience and purpose. (Communication Skills)
4. Read, reflect, and respond critically to a variety of texts. (Critical Thinking)
5. Use Edited American English in academic essays.

Additional Collin Outcome

Upon successful completion of this course, students should be able to do the following:
Demonstrate personal responsibility through the ethical use of intellectual property. (Personal Responsibility)

Method of Evaluation

The following is a breakdown of the required work and the relative weight in assessing your final grade:

Assignments (exercises and quizzes): worth 20 points each

Lab component (10 total): worth 10 points each

Three Essays: worth 100 points each

Final Exam: worth 50 points

Grading Scale:

90%-100% = A

80%-89% = B

70%-79% = C

60%-69% = D

59% and below = F

(All totals are round to 2 decimals. Hence, if you have 89.5% (which is 0.895) this will round to 90%)

Final grade is determined by dividing the accumulated points by the total possible points. For instance, if you earned 795 points out of 1000 possible points, your grade would be 0.795, which would round to 0.80, and, therefore, be 80% and be entered as a B.

Attendance Policy

Your prompt and regular attendance in our classroom environment is expected throughout the semester. Repeated absences result in the loss of community within the classroom as well as the growth of critical thinking. I do understand illness and unavoidable issues can occur.

If you do need to be absent, you are still responsible for material covered, and you must obtain that material on your own from a willing classmate. I do not repeat lectures, discussions, and so forth. Do not ask such questions as “Did I miss anything?”

Any work done in class (exercises, quizzes, and so forth) that is missed due to absence cannot be made up (some prior approval may be given in certain cases).

Withdrawal Policy

See the current Collin Registration Guide for the last day to withdraw. Last day to withdraw with a “W” is **October 19, 2018**. Dropping a class means that you remove yourself from the class up to the census date. Dropped classes do not appear on your official transcript. You may now drop online up to the census date. The census date is **September 10, 2018**. Withdrawal from a class

means that you remove yourself from the class after the census date. Withdrawn classes appear as a W on your official transcript but are not calculated in your grade point average. Withdrawals are not permitted online. Please read the Fall 2018 Registration Guide or contact the Admissions Office for information on how to withdraw.

Accommodations at Collin College for Equal Support Services (ACCESS) 5.2

Specialized services and academic accommodations are available for students with a documented disability. The law requires that students must self-identify to the ACCESS Office and provide required current documentation to that department. Only documentation from a licensed professional (psychologist, diagnostician, or physician) is acceptable. The report must be current; on official letterhead; include the name and title of the person completing the report; his/her telephone number, address, and signature; the specific diagnosis; current functional limitations related to the educational setting; and the projected duration of the condition. Students seeking accommodations should contact the ACCESS Office at least one (1) month before the services are needed. Services are available for students at all campus locations.

It is students' responsibility to pick up their accommodations letter each semester to receive requested accommodations. Students should contact their ACCESS advisor immediately if they are having difficulty in their classes or having problems with their requested accommodations. Students must schedule special testing arrangements with ACCESS at least 2-5 days in advance, due to limited space. Students must take exams on campus for which they are enrolled. Assistive technology and software are available on each campus for students with disabilities. Please contact the ACCESS Office for more information.

Americans with Disabilities Act

Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.

Collin College Academic Policies:

Scholastic Dishonesty

From the Collin Student Handbook, Chapter 6: Student Code of Conduct Violations

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. All work submitted for credit is expected to be the student's own work. Collin College may initiate disciplinary proceedings against a student or prospective student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list, and scholastic dishonesty may encompass other conduct, including any misconduct through electronic or computerized means. Scholastic dishonesty shall include, but is not limited to, one (1) or more of the following acts.

1. **Cheating** includes, but is not limited to, having access to unauthorized materials or electronic, digital media, telecommunication, and/or wearable devices (i.e., phones, smart watches, Fitbits, Bluetooth devices, tablets, etc.) during an examination; the giving or receiving of information in an unauthorized manner during an examination or to complete an assignment; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; using someone else's work for an assignment as if it were one's own; submitting or resubmitting an assignment in whole or in part (i.e., recycling an assignment) for more than one (1) class or institution without permission from each of the professors; using annotated texts or teacher's editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; failing to secure test materials; removing tests or answer sheets from a test site; and any other dishonest means of attempting to fulfill the requirements of a course.
2. **Collusion** includes, but is not limited to, intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty; failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; unauthorized collaboration or communicating answers to a classmate about an examination or course assignment; and allowing a classmate to copy answers.
3. **General Scholastic Dishonesty** includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, or the award of a degree; and/or falsifying academic records or documents. Students are expected to record honestly and accurately the results of all their research. Falsification of research results shall include misrepresentations, distortions, or omissions in data or reports on research.
4. **Plagiarism** includes, but is not limited to, intentionally or unintentionally failing to quote and cite an author's words, information, and/or ideas in accordance with American Psychological Association (APA) Style, Modern Language Association (MLA) Style, The Chicago Manual of Style (Chicago Style), or another citation style approved by the professor.

For our ENGL 1301 course, any assignment deemed scholastically dishonest will result in a grade of zero for the assignment.

Submitting/Resubmitting Assignments: In this course, students are not allowed to submit or resubmit an assignment in part or in whole for more than (1) class and/or institution.

See the current *Collin Student Handbook* for additional information.

Other Course Requirements:

Lab Component

The lab component is an integral part of this writing course. Over the course of the semester, you will need to complete 10 assigned lab assignments. This lab work is not the same as regular daily coursework that you must complete to stay on track in the class; it is instead designed to be

additional writing-focused activities, which will help improve your writing and critical thinking throughout the term.

Essays: Students will write three essays that respond to various rhetorical situations to demonstrate developing skills in analysis, argumentation, and written expression. Information and directions will be provided for each essay. Each essay should have a clear thesis statement and should be well-organized and free of errors of grammar, punctuation, spelling, and mechanics. *Format for Assignments:* Unless otherwise noted, all assignments are to be typed using the conventions of MLA Style 8e in all respects (margins, heading, headers, spacing, etc.) Use 12-point font size and *Times New Roman* font style for all typed work. Each work should also be double-spaced.

Additional Information

Grading and Extra Credit:

Grading priority is given to work turned in on time. Late work goes to the bottom of the grading pile for all the classes I am teaching and is graded as my schedule allows.

I also do not give extra credit work. You will have enough work and opportunity to accumulate points.

E-mail, Canvas, and Submitting Assignments Electronically: I will always respond to your e-mails within two business days unless I am attending a conference and do not have Internet access. Check your e-mail regularly for my response. Be sure to check your Canvas account daily—you are responsible for all information that is posted. You are required to upload many of your assignments through the Canvas. Assignments that are not submitted in the required manner will not be accepted and will not receive credit. (EMAIL IS NOT AN ACCEPTABLE MEANS OF SUBMISSION UNLESS I SPECIFICALLY TELL YOU TO DO SO.) All assignments must be either an MS Word file or a PDF. No other format is accepted.

Late Assignments Policy: All assignments are to be turned in/posted to Canvas by the due date and time. Late work is generally not accepted. If you do not understand an assignment, or if you are having issues completing it, do not wait until it is due to say so! Contact me as soon as possible and allow yourself enough time to talk to me for clarification before the due date.

Cell Phone Policy: Please turn your cell phones off before you enter class. If you have an emergency call or text to make or take, leave the classroom and return promptly. As a rule, cellphone usage is not allowed in class. If you have an e-text that requires the use of your phone or another electronic device, let me know so that accommodations can be made. **It is a FERPA violation to record and/or take pictures in the classroom.**

Cougarmail: All e-mail communication with me must be through your Cougarmail account. I cannot respond to any e-mails that come from outside e-mail addresses.

Class Cancellation: In case of class cancellation (due to weather, illness, or any other reason) keep up with the assigned reading and check Canvas and your Cougarmail e-mail for

assignments so that you do not fall behind. You are responsible for keeping up with the required work regardless of class cancellation.

Disruptive Behavior: Overly disruptive behaviors hinder the educational process of the class and will not be tolerated. If I have to stop class to deal with such behavior, you will be asked to leave. You will not get credit for attending and will not be able to turn in any work for that class period.

Writing Center: All students are encouraged to visit the Writing Center on campus for assistance with writing assignments. In addition, the Writing Center will periodically offer Writing Workshops that will address various areas of the writing and research process. The Writing Center is located in Room A-104; the Writing Center phone number is 972-548-6857.

FINAL NOTE: Save everything until you have received your final semester grade!

ENGLISH 1301.M72 Composition I, T 5:30-8:15 p.m., B202, Fall 2018
Tentative Schedule

(always subject to change with warning)

All readings listed are to be completed BEFORE class on the week they are listed. Pace yourself. (Do some reading several times per week rather than all at one time.)

All assignments will be posted in Canvas (except for some in-class work)

Week One: 8/27 – 9/2

Textbook readings due: Chs. 1 and 2 (this is the only week you will not be able read before class)

Module 1: work your way through any material included in module 2 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 9/2/2018 by 11:59 PM.**

Week Two: 9/3 – 9/9

Textbook readings due: Ch. 3

Module 2: work your way through any material included in module 2 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 9/9/2018 by 11:59 PM.**

Week Three: 9/10 – 9/16

Textbook readings due: Ch. 4

Module 3: work your way through any material included in module 3 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 9/16/2018 by 11:59 PM.**

Week Four: 9/17 – 9/23

Textbook readings due: Ch. 15

Module 4: work your way through any material included in module 4 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 9/23/2018 by 11:59 PM.**

Week Five: 9/24 – 9/30

Textbook readings due: Ch. 5

Module 5: work your way through any material included in module 5 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 9/30/2018 by 11:59 PM.**

Week Six: 10/1 – 10/7

Textbook readings due: Ch. 16

Module 6: work your way through any material included in module 6 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 10/7/2018 by 11:59 PM.**

Week Seven: 10/8 – 10/14

Textbook readings due: Ch. 6

Module 7: work your way through any material included in module 7 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 10/14/2018 by 11:59 PM.**

Week Eight 10/15 – 10/21

Textbook readings due: Ch. 17

Module 8: work your way through any material included in module 8 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 10/21/2018 by 11:59 PM.**

Week Nine: 10/22 – 10/28

Textbook readings due: Ch. 7

Module 9: work your way through any material included in module 9 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 10/28/2018 by 11:59 PM.**

Week Ten: 10/29 – 11/4

Textbook readings due: Ch. 18

Module 10: work your way through any material included in module 10 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 11/4/2018 by 11:59 PM.**

Week Eleven: 11/5 – 11/11

Textbook readings due: Chs. 8 and 9

Module 11: work your way through any material included in module 11 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 11/11/2018 by 11:59 PM.**

Week Twelve: 11/12 – 11/18

Textbook readings due: Chs. 10

Module 12: work your way through any material included in module 12 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 11/18/2018 by 11:59 PM.**

Week Thirteen: 11/19 – 11/25

Textbook readings due: Chs. 19

Module 13: work your way through any material included in module 13 before the first meeting of the week (unless it says optional). Finish any assignments by **Tuesday 11/21/2018 by 11:59 PM.**

Week Fourteen: 11/26 – 12/2

Textbook readings due: Ch. 11

Module 14: work your way through any material included in module 14 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 12/2/2018 by 11:59 PM.**

Week Fifteen: 12/3 – 12/9

Textbook readings due: Chs. 12 and 14

Module 15: work your way through any material included in module 16 before the first meeting of the week (unless it says optional). Finish any assignments by **Sunday 12/9/2018 by 11:59 PM.**

Week Sixteen: 12/10 – 12/16

Finals Week

Final Exam Tuesday 12/11/2018.
